

Guided Tour Coordinator
Baltimore City Heritage Area
Office of the Mayor

Job Description: The Guided Tour Coordinator with the Baltimore City Heritage Area will:

- Assist with script development for guided tours for Heritage Walk, and other priority guided tours of the Baltimore Heritage Trail System.
- Recruit, train, schedule and supervise a pool of tour guides for Heritage Walk, and other priority trails in the Baltimore Heritage Trail System, in coordination with a variety of partners including Historic Jonestown, Inc., the Mount Vernon Cultural District, the Gwynn's Falls Trail Council, the Downtown Partnership of Baltimore, and the Baltimore City Department of Recreation and Parks. The training will consist of information
 - about the cultural heritage of Baltimore and the trail sites.
 - to ensure the safety and well-being of children and adults taking guided tours.
- Assist in the design, fabrication, and maintenance of tour guide uniforms.
- Oversee the systems to market and deliver the sale of guided tour tickets with a variety of partners including the Baltimore Area Convention and Visitors Association, the Heritage Walk sites, and the sites of other priority trails in the Baltimore Heritage Trail System.
- Maintain and prepare reports using financial and statistical data on ticket sales and the demographics of those who have purchased guided tour tickets.

Minimum Qualifications: Bachelor of Arts in Education, Museum Studies, Historic Preservation, History, Outdoor Recreation, or a closely related field. Applicants may substitute one year of undergraduate education for 2 years of full time work experience in the field. Applicants must have at least 2 years work experience in a heritage museum, educational institution, or heritage preservation organization.

Compensation: 39-week (roughly February 15, 2005 to November 15, 2005) contractual position, with a maximum of 20 hours per week. Hourly wage rate commensurate with experience.

To Apply: Submit a cover letter and resume to Bill Pencek, Director, Baltimore City Heritage Area, by email at bill.pencek@baltimorecity.gov or by mail to Room 346 City Hall, 100 N. Holliday Street, Baltimore, MD, 21202, by January 19, 2005.